

## **GUIDELINES FOR MAKING WRITTEN SUBMISSIONS**

There are four (4) basic principles that should be observed when making submissions in relation to an inquiry:

- **Relevance** – Your submission must be relevant to the matter before the Committee. A Committee cannot give consideration to a submission which is not relevant to its objectives.
- **Clarity** – A clear and logically developed argument should be presented. A submission that jumps from one issue to another or that contains convoluted information will confuse Members and decrease its impact.
- **Conciseness** – Be simple and direct. Do not write more than is necessary. Committees cannot fully consider overly long submissions. Be crisp in the presentation of your views and the reasoning that supports your view.
- **Accuracy** – Be accurate and complete. Include supporting material for all references made in your submission. Ensure that your content is factual.

Your submission should contain your name and address or the name and address of the association or organization making the submission. Include a brief introduction of the persons or organizations submitting evidence with details of their qualifications and expertise.

In addition to the guidelines outlined above, a written submission should:

- contain an Executive Summary to facilitate ease of reading;
- include any recommendations for action by the government or other entities, which the witness would like the Committee to consider; and
- be submitted in both print and electronic format.

Submissions should not, however:

- consist mainly of material already published elsewhere, although such material can be properly referenced or attached to the submission;
- include comments on matters currently before a court of law or matters in respect of which court proceedings are imminent; or
- contain irrelevant and unjustified allegations.